



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

PUBLIC NOTICE

Become part of the team that safeguards the financial system from the abuses of financial crime. At the Financial Crimes Enforcement Network, we are at the forefront in preventing and detecting terrorist financing, money laundering, and other financial crime. Serve at the nation's financial intelligence unit and protect the United States financial system from criminals and terrorist financiers.

PUBLIC NOTICE NUMBER : FINCP/06-44468PPJ

OPENING DATE : June 7, 2006

CLOSING DATE : June 28, 2006

POSITION TITLE, SERIES & GRADE : Information Technology Specialist (Security), GS-2210-11/12

PROMOTION POTENTIAL : Full performance level is GS-13

NUMBER OF VACANCIES : One

SALARY RANGE : \$54,272.00 - \$84,559.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Information and Technology Division

DUTY STATION : Vienna, Virginia

APPLICATIONS ACCEPTED FROM : All qualified applicants (All sources).

SUMMARY OF DUTIES:

This position is for an Information Systems Security Administrator in the Information and Technology Division of the Financial Crimes Enforcement Network. The work involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools. The incumbent analyzes, detects, and resolves security system issues and identifies measures to improve IT system security. Participates in reviews and evaluations of the FinCEN infrastructure and its IT Security program. Reviews proposed new systems, networks, and software designs for potential security risks and to identify significant actual and potential cyber-security problems, trends and weaknesses. Participates in identifying, installing and implementing best practices for detecting and mitigating security breaches and vulnerabilities. Conducts reviews of firewall configurations and log data and participates in intrusion detection/protection system management and administration.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System.

The office is located in a modern commercial building with a health unit and a fitness center (employees pay fitness center fee). The Vienna office has free parking and shuttle service to and from the Dunn Loring Metro station. All employees are assigned individual state-of-the-art computers.

SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

Specialized Experience:

For the GS-11 level: Applicants must have had either:

--- one year of experience at or equivalent to the GS-9 level that involved ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools; OR
--- a related Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree.

For the GS-12 level: Applicants must have had one year of experience at or equivalent to the GS-11 level that involved ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.

U.S. Citizenship: Applicants **MUST** be citizens of the United States and, if selected, present proof.

Selective Service Registration: If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

1. Knowledge and skills required to determine and implement IT risk protection levels, interpret national and Federal certification and accreditation requirements, and provide and ensure certification and accreditation of the entire IT infrastructure plan. **(Applicants must describe their experience related to these IT security activities.)**
2. Experience in IT security operations that provided:
 - Knowledge of security risks posed by the Internet and the skills and know-how to provide counter-measures for these risks.
 - Experience and knowledge of administering anti-virus programs.
 - Ability to review and analyze audit trails to identify security violations
 - Experience and knowledge of operating key management controls for encryption programs.
 - Experience in administering firewalls and routers.
 - Working with software tools used to evaluate systems for security vulnerabilities.
 - Knowledge of patches/fixes used to counter those identified vulnerabilities.**(Applicants must describe their experience related to these activities.)**
3. Experience in developing security guidance materials and/or working directly with users to train, advise, & guide them in IT security measures. **(Applicants must describe their role in providing IT security guidance.)**

DO NOT use one narrative statement to address all of the evaluation criteria. Each criteria **MUST** be addressed separately and reflect your specific experience/education that you feel equips you with the knowledge, skills, and abilities to perform the duties of the position for which you are applying.

Note: For applicants rated under this announcement, one rating process will be applied to both status and non-status candidates.

Basis of Rating:

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.

- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Qualified candidates will be assigned a score ranging from 70 to 100, and, as applicable, will be assigned additional points for veterans' preference.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- This is a multiple grade level announcement. You should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s).

APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS EACH OF THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.

SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

Security Clearance: This position has been designated national security Level IV, Special Sensitive. Applicants must possess a favorably adjudicated single scope background investigation, and have been awarded a Top Secret clearance or be willing to undergo a Single Scope Background Investigation (SSBI), and the SSBI must be favorably adjudicated. In addition, this position requires the applicant to be eligible to obtain access to sensitive compartmented information (SCI). Failure to successfully meet these requirements will be grounds for termination. Although individuals may be appointed prior to completion or updating of a full personal history SSBI, and certification of SCI eligibility, continued employment with FinCEN is contingent upon satisfactory completion of the SSBI, and certification of SCI, the results of which fully meet the FinCEN's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigation and a continuing life style in conformity with applicable national and FinCEN directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established security policy and procedures.

Personal Identity Verification Credential: In accordance with Homeland Security Presidential Directive 12 (HSPD-12), the selectee(s) must be eligible to receive a Personal Identity Verification (PIV) credential. If selected, you must:

1. Present two forms of identification, of which at least one must be a valid Federal or State government issued picture ID. For a list of acceptable identification, visit <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>;
2. Receive a favorable background check which includes a successfully adjudicated FBI criminal history record check (fingerprint check) and a National Agency Check with Inquiries (NACI) or equivalent background investigation; and
3. Maintain eligibility for a PIV credential during your employment with the Department of the Treasury, Financial Crimes Enforcement Network as described above.

Failure to comply with the PIV credential process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.

Drug Screening: This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

Probationary Periods – Employees who have not already completed one will need to successfully complete a one-year probationary period. Certain appointments may require the completion of an additional probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

Statement of Employment and Financial Interest may be required.

Direct Deposit: Employees are required to participate in Electronic Funds Transfer for salary payments.

Relocation Expenses: Will not be paid.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.

APPLICATION INFORMATION

SECTION IV: REQUIRED APPLICATION MATERIALS

Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria.

All other applicants MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status, if you are a current or former Federal employee; and
- If you are a Veteran, submit a copy of your DD-214.

Please download, complete, and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

See Section V for the specific information that MUST be included in your OF-612, resume, or other written application format. While we do not require a standard application form, we MUST have certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. For detailed information refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.

Applicants who do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualification, education, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT (Refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>):

Job for which applying: Public Notice Number, title and the grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.

SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Public Notice: FINCP/06-44468PPJ
P.O. Box 39
Vienna, VA 22183-0039**

HOW TO APPLY:

All application materials **MUST** be postmarked by the closing date of this Public Notice. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

For additional information, please call Leslie Davis (703) 905-3610. TDD (703) 905-3839.

NOTES:

- All application materials **MUST** be sent to the mailing address shown above.
- All materials and the envelope **MUST** include the public notice number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the public notice case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

SECTION VII: MATERIAL REQUIRED TO SUPPORT CONSIDERATION FOR VETERAN'S PREFERENCE OR NON-COMPETITIVE APPOINTMENT ELIGIBILITY.

Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as a 30% or More Disabled Veteran Appointment, Veterans' Readjustment Appointment, Severely Physically Handicapped Schedule A Appointment, or an appointment based on service as a former Peace Corps employee, etc.

If you are claiming Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.

SECTION VIII: OTHER INFORMATION

INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE OR PANAMA CANAL:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility under CFR 330.605 (a) (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated on each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor. To file a complaint of discrimination, contact FinCEN, Office of Outreach and Workplace Solutions on (703) 905-3990 or TDD (703) 905-3838.